

## 17.804 Procedures.

- (a) When considering the use of a *reverse auction service provider*, the *contracting officer shall—*
- (1) Conduct *market research* for available sources of *reverse auction* services ( *e.g.*, existing agency contracts or agreements, *commercial service* providers, or Government service providers);
  - (2) Evaluate the fee structure for each *reverse auction service provider*; and
  - (3) Document the contract file that the use of a *reverse auction service provider* is cost effective.
- (b) When conducting a *reverse auction*, the *contracting officer shall—*
- (1) Not disclose the identity of the *offeror(s)* except for the awardee's identity subsequent to an award resulting from the auction (see [3.104-4\(a\)](#) and (e)(1));
  - (2) Allow *offerors* the opportunity to continually revise their prices downward during the *reverse auction* until the close of the auction; and
  - (3) Allow an *offeror* to withdraw an *offer* from further consideration prior to the close of an auction.
- (c) When using the services of a *reverse auction service provider*, *contracting officers shall—*
- (1) Include contact information, including *contracting officer* name and email address, in the synopsis and *solicitation* that will allow *offerors* to contact the *contracting officer* directly with any questions;
  - (2) Upon receipt of a successful *offer*, verify that any provider fees or charges included in the price are in accordance with the provider's fee structure, as evaluated in accordance with paragraph (a)(2) of this section; and
  - (3) Include in the contract file any information and/or documentation received by the *reverse auction service provider* from *offerors* responding to the *reverse auction*.
- (d) If only one *offeror* participates in an auction, the *contracting officer may—*
- (1) Cancel the auction and document the contract file with evidence of the participation of only one *offeror*; or
  - (2) Accept the *offer*, only if the price is determined to be fair and reasonable (see [13.106-3\(a\)\(2\)](#) and [15.404-1](#)).

**Parent topic:** [Subpart 17.8 - Reverse Auctions](#)